



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held October 23, 2007, the Board took the following action:

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The following item was called up for consideration:

The Chief Executive Officer's recommendation to adopt the Information Technology and Security Policy 6.112 – Secure Disposition of Computing Devices, to address the Board's requirement that information on County-owned or leased computing devices will be rendered unreadable and unrecoverable prior to disposition out of County inventory (e.g., salvage, donation and transfer), and requiring that confidential and/or sensitive information is rendered unreadable before being transferred to other County users.

Jon W. Fullinwider, Chief Information Officer, responded to questions posed by the Board.

After discussion, Supervisor Burke made the following statement:

"The proposed Information Technology and Security Policy is a critical and necessary step for the County of Los Angeles to safeguard confidential information. Given the escalating instances of identity theft, the County of Los Angeles ought to exercise every available option to safeguard sensitive information belonging to our employees and residents. While today's policy would certainly decrease the possibility of identity theft from 'County-owned' computers, it does not entirely address existing vulnerabilities created by non County-owned computers and portable storage devices. Since the County utilizes outside vendors to perform several functions which require the sharing of confidential and sensitive information, any redesign of security policies ought to extend to such outside vendors and contractors as well. For example, a recent incident involving a contractor with non County-owned computers and portable storage devices reportedly compromised the confidential information of at least 269 residents receiving critical County services."

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Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried, the Chief Executive Officer's attached recommendation was adopted and the Chief Executive Officer was instructed to take the following actions:

1. Working in concert with the Chief Information Officer and County Counsel, examine measures to enforce existing County information technology and security policies regarding protection of sensitive and confidential information and review the feasibility of developing additional safeguards and policies to further strengthen the protection of this information which is shared with contractors. Such review shall include a comprehensive inventory and risk assessment of County vendors who are privy to sensitive and confidential records, e.g. Social Security Numbers, birthdates, etc. Such inventory and analysis shall include but not be limited to:
 - The number of contractors utilizing "County-owned" computers as part of their contractual obligations and/or routine course of business;
 - The number of contractors with the capability of accessing or downloading employee and/or client confidential information from County data systems;
 - The number of contractors whose own computers contain confidential information pertinent to County employees and/or clients.
 - The number of contractors who have access to Portable Storage devices, e.g. mobile hard drives, flash drives, etc., containing any confidential information relevant to County employees or recipients of County services.
 - Determine in which instances confidential employee and/or client information is necessary to be accessible by or given to contractors;

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- Determine the feasibility of encrypting confidential information as a regular course of business and only making it accessible upon the Department Head's written authorization; and
 - Determine how current and recommended security policies can be included in all future contracts; and
2. Report back to the Board with findings and any policy recommendations within 60 days.

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Attachment

Copies distributed:

Each Supervisor
Chief Executive Officer
County Counsel
Chief Information Officer